

MINUTES OF SEA CLIFF VILLAGE BOARD
December 12, 2016

The meeting of the Incorporated Village of Sea Cliff was held on Monday, December 12, 2016, at 7:00 p.m. at Village Hall to discuss various Village matters.

Present: Edward Lieberman, Mayor
 Kevin McGilloway, Deputy Mayor
 Dina Epstein, Village Trustee
 Robin Maynard, Village Trustee
 Marianne Lennon, Village Clerk
 Brian Stolar, Village Attorney
 Bruce Kennedy, Village Administrator

Jim Foote led the assembly in the Pledge of Allegiance.

MAYOR'S STATEMENT

In late October, John Mirando, our Village Director of Public Works and Administrator, notified the Board that he would be leaving his appointed position with Sea Cliff for a new position with another municipality. John's last official day was November 4th

With no Administrator to help oversee the Village and the Department of Public Works, we were in a bind. Yet, rather than immediately plug this hole with a stopgap manager or administrator, we began a process of seeking out candidates who could fit the position. During this weeks' long time period, Mayor Kennedy, voluntarily took on the day-to- day duties and responsibilities of the Village Administrator including that of the Director of the Department of Public Works, in an admirable manner. Mayor Kennedy expressed that the position required a significant time commitment, and on November 28, he further expressed that he had limited time to continue performing the duties, while also serving as Mayor and pursuing his business and personal interests.

Having received numerous resumes after conducting its search, the Board determined to meet to discuss the candidates and to forthwith move forward with obtaining a replacement. In reviewing the candidates, we considered continuing to assure that any new officer would be able to handle the positions of Administrator and Director of Public Works without requiring the Village to employ 2 different officers.

Given Bruce Kennedy's experience, dedication and demonstrated ability to undertake the responsibilities of both positions in a manner that would enable Sea Cliff government to move forward without missing a beat, Trustees inquired of Mr. Kennedy's interest in being considered for the position.

Although interested, it was made clear that he could not serve as both Mayor and Village Administrator. Thereafter, Mayor Kennedy tendered his resignation to the Village Clerk and subsequently informed the Board that he would like to be considered a candidate for the office.

As you have heard tonight, upon the Mayor's resignation, New York State law authorizes the Board of Trustees to appoint a new Mayor to fulfill the remainder of the unexpired term. Trustees McGilloway, Epstein and Maynard have given me that honor, which I graciously accept(ed).

I have appointed Trustee McGilloway to serve as Deputy Mayor.

After full discussion with the Board I then appointed, with the unanimous consent of the Board of Trustees, Bruce Kennedy to the position of Village Administrator for the unexpired term ending at noon on April 3, 2017.

MINUTES OF SEA CLIFF VILLAGE BOARD
December 12, 2016

It should be acknowledged that the Village will be holding, as previously resolved and noticed, its regularly scheduled election for the positions of Mayor and 2 Trustees on March 21, 2017.

All term-ending positions and appointments will then be subject to consideration of appointment by the Board of Trustees.

We as a Board, and the community at large, express our appreciation to Mayor Kennedy for the service that he gave to our Village as Mayor, and are excited to work with him as the Village Administrator. I fully expect that he will bring the same passion, dedication, wisdom, guidance and sense of Sea Cliff to his new position.

This Board is prepared to proceed with a new administration that will continue to further the needs and welfare of all our residents.

On a motion by Deputy Mayor McGilloway, seconded by Trustee Epstein and unanimously approved by those present, the minutes of December 5, 2016 were hereby approved.

On a motion by Deputy Mayor McGilloway, seconded by Trustee Maynard and unanimously approved by those present, Abstract No. 1.12.2016 in the amount of \$228,663.50 was hereby approved.

Mayor Lieberman offered the following resolution for adoption:

RESOLUTION NO. 55, YEAR 2016

WHEREAS, the Board of Trustees is desirous of confirming the duties and obligations of the office of Village Administrator, and

WHEREAS, the Board of Trustees recognizes the need to provide the Village with the most efficient and economical administration, direction and control of the daily business of the Village of Sea Cliff, and

WHEREAS, the Board of Trustees further recognizes that such administration benefits from a centralized direction and control that enables the Mayor and Trustees to perform their duties;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees hereby confirms the position of Village Administrator as a Village office for a term of one official year (or the remaining portion thereof, if appointed on a date not corresponding with the beginning of an official year) at compensation fixed by the Mayor and Trustees, and that the Village Administrator shall have the following duties and responsibilities:

1. Oversees the administration of the rules, regulations, local laws and codes of the Village, and of the laws, rules and regulations of other governmental jurisdictions applicable in and/or to the Village.
2. Supervises and coordinates work performed by all village departments and employees, and implements Village personnel policies, rules and regulations.
3. May recommend to the Mayor and Board of Trustees appointments, promotions or dismissals of all Village employees in accordance with applicable laws and rules.
4. When so designated by the Mayor, serves as Stormwater Management Officer and ensures compliance with and necessary documentation regarding the Village's Stormwater Management Plan.
5. When so designated by the Mayor, serves as Director of Public Works.
6. When so designated by the Mayor, prepares as Budget Officer, the tentative budget according to law.
7. Supervises the purchase of all materials, supplies and equipment and the letting of all contracts.
8. May make recommendations to the Mayor and Board of Trustees of measures and programs to help improve the efficient and economy of Village government or promote the health, safety and welfare of the residents of the Village.

MINUTES OF SEA CLIFF VILLAGE BOARD
December 12, 2016

9. At the request of the mayor, maintains a liaison with other governments and administrative agencies as a representative of the Village, but does not supplant the Mayor or Trustees as official Village representatives.
10. Investigates and responds to inquiries by Village residents and other interested persons concerning Village government operations and services, and reports findings of such investigations to the Mayor and Trustees.
11. Maintains records of Village contracts.
12. Responsible for the overseeing of the preparation and submission of reports as required by federal, state and local agencies to ensure accurate and timely submission by the department head responsible.
13. Prepares reports for the Villager Attorney and Trustees in actions brought against the Village.
14. Attends all meetings of the Board of Trustees.
15. If designated by the Mayor, serves as Public Information Officer during emergency situations and special events.
16. When so designated by the Mayor, represent or supervise the representation of the Village in collective negotiations with employees.
17. Develop and administer a long term capital plan covering building construction and major repair, replacement of capital equipment, road reconstruction and any other projects representing a major expenditure.
18. Except when such responsibility is designated by contract pursuant to a public works project, plan and manage capital projects, including field inspection to check work progress.
19. Unless the Mayor and/or Board of Trustees designates a different person or entity, on a project basis, prepare and review bid specifications, evaluate bids and recommend contract awards, and manage projects through completion.
20. If designated to serve as the Director of Public Works,
 - (a) Maintain a paving program for reconstruction of roads, parking lots and sidewalks each fiscal year. Remain abreast of new paving methods and NYSDOT guidelines. Submit and maintain required documentation or the NYS CHIPS Program;
 - (b) Review and establish manpower and equipment needs, determine projects to be performed internally or via outsourcing;
 - (c) Ensure that sanitation services and routes for pickup of municipal solid waste, recyclable materials, and rubbish are maintained;
 - (d) Ensure that emergency services are promptly provided whenever needed for snow and ice control, storm damage, flooding and any situation resending potential hazards and danger to the public or village property;
 - (e) Coordinate the shade tree program, ensuring the Village trees are correctly pruned, dead and diseased trees are removed and new trees are planted and maintained;
 - (f) Maintain street lighting system (through outside contractors), ensuring that outages are promptly repaired, requests for additional or modified lighting are considered and light poles and fixtures are kept in good condition;
 - (g) Maintain the storm water drainage system, ensuring that each catch basin and pipeline are kept in good repair and cleaned as required. Maintain record keeping for new storm water drainage requirements;
 - (h) Maintain Village parks and Beach, and coordinate Beach Manager responsibilities;
 - (i) Select, develop and motivate public works employees, ensuring that new employees receive training in all areas of responsibility. Maintain a safe work environment, adhering to all applicable OSHA regulations and standards.
21. Review and approve requisitions.
22. Discharge such other duties and responsibilities as may, from time to time, be assigned by the Mayor and/or Board of Trustees; and

BE IT FURTHER RESOLVED, that the office of Village Administrator shall be subject to the provisions of New York State law applicable to Village Officers.

Seconded by Trustee Epstein and unanimously approved by those present.

MINUTES OF SEA CLIFF VILLAGE BOARD
December 12, 2016

Mayor Lieberman appointed Jeffrey Vitale as Village Trustee to serve for the balance of the current Village official year, in the Trustee position vacated by former Trustee, and current Mayor, Edward Lieberman.

On a motion by Trustee Epstein, seconded by Trustee Maynard and unanimously approved by those present, the Board accepted from the Tree Commission, the Heritage Tree Certificate for the Cedar of Lebanon Tree in front of the Village Library.

Public Comment:

- Resident concerns regarding 14 Bay Avenue and further deterioration of hillside.
- Representative from Sea Cliff Jr. Baseball requested DPW liaison.
- Residents spoke about the manner in which Mayor Kennedy resigned and was appointed as Village Administrator.
- Resident congratulated Mayor Lieberman on his appointment.

Meeting adjourned 8:15pm.

Marianne Lennon
Village Clerk